

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

1961

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	Salisbury State University	Division/Unit: Fiscal Cash Management Office (Includes Perkins Loan maintenance & collection, Title II, III, IV maintenance & billing, Federal/State/Private Grant, Contract & Scholarships maintenance & billing)
Item No.	Description	Retention
1.	General Files (Alpha, Subject, Administrative and Chronological Correspondence) Includes internal and external correspondence, original incoming and outgoing correspondence, reports, memoranda, federal regulations/procedures governing all federal awards, special projects, year-end final departmental printout, monthly, quarterly, project year closeout reports and substantive data concerning the operation of the Fiscal Cash Management Office.	Screen annually and destroy material for which no further reference is required. Remaining material having continuing administrative, legal, or historical value related to the development of the agency to be microfilmed or kept in paper by the Fiscal Cash Management Office for 25-year retention, then destroy.
2.	Miscellaneous Accounting Records: Monthly, quarterly, project year closeout (final) financial reports Award authorizations and related correspondence Project participation agreements Cash request authorization and analysis Special reports/analysis FISAP Reports NSLDS Reports Signed borrower Perkins Loan Promissory Note(s) and all file maintenance relating to each loan/borrower Student Loan Servicer-EducServ Tech, Inc. Student Loan Journal (year-end)	* Retain all federal awards for 5 years, Perkins Student Loan paid files for 5 years beyond payoff or if the account is "assigned and accepted" back to the U.S. Department of Education for collection, retain material until notification from DOE that account is closed, then destroy. Retain all State-related material for three years, then destroy. *Federal awards over \$25,000 will be retained for 6 years, 3 months. For student loans, this would be a very very rare case.
3.	Other Work Orders and Purchase Orders	Retain in the Fiscal Cash Management Office (if generated by this office) for 3 years, then destroy.
Approved by Department, Agency, or Division Representative. Date: <u>9/9/97</u> Signature: <u>Kathleen Rodkey</u> Type Name: <u>Kathleen Rodkey</u> Title: <u>Records Management Specialist</u>		Schedule Authorized by State Archivist. Date: <u>OCT 15 1997</u> Signature: <u>Edward C. Papenfuss</u>

DGS 550-1A (rev. 10/92)

*Until audit requirements are met means three years for state related documents, three years for non-monetary federal related documents, three years for monetary federal related documents under \$25,000, and 6 years, 3 months for monetary federal related documents over \$25,000.

Salisbury State University archives are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis and material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.

I have read this schedule and it is complete and correct to the best of my knowledge

Jacqueline Elbert Dir. A/P, Grants & Loans
Signature Position

5/8/97
Date

Agency Records Inventory

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INSTRUCTIONS: PLEASE TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

1. DEPARTMENT/AGENCY Salisbury State University	2. DIVISION Business and Finance	3. UNIT Fiscal Cash Management
DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title: General Files	5. Earliest Year/Latest Year 1992 to PRESENT	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Alpha, subject, administrative and chron correspondence. Internal and external correspondence, reports, memorandums, procedures, policies, special projects and other data concerning the operation of the Fiscal Cash Management office.		
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape <input type="checkbox"/> Other (specify) _____
11. File is used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File becomes inactive after State = 3 yr 305 number <input type="checkbox"/> Month (s) <input checked="" type="checkbox"/> Year (s) Fed = 5 yr	
13. Current Location (Building, Floor, Room) HH Basement	14. Is record series duplicated elsewhere? (If yes, specify agency of office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if yes, cite law(s) and regulation(s))	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. Is an index system used? (If yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No alpha; state Fed OTHER	18. Recommended Retention 3 years for State-related material, 5 years for Federal loans under \$25,000. 6 years, 3 months for over \$25,000, then destroy.	
19. Name and Title of Preparer Alberto	20. Telephone Number 410 (543-6066)	21. Date 7/19/96

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INSTRUCTIONS: PLEASE TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

1. <u>DEPARTMENT/AGENCY</u> Salisbury State University		2. <u>DIVISION</u> Business and Finance		3. <u>UNIT</u> Fiscal Cash Management	
DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title: Miscellaneous Accounting Records			5. Earliest Year/Latest Year 1992 to PRESENT		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Financial reports, cash requests, FISAP reports, NSLDS reports, Perkins Loan Promissory notes, student loan servicer, student loan journal.					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)		9. Volume <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (specify)	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape <input type="checkbox"/> Other (specify)	
11. File is used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File becomes inactive after 3 or 5 <input type="checkbox"/> Month (s) <input checked="" type="checkbox"/> Year (s) number			
13. Current Location (Building, Floor, Room) HH Basement		14. Is record series duplicated elsewhere? (If yes, specify agency of office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if yes, cite law(s) and regulation(s))		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent			
17. Is an index system used? (If yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No alpha, State, FED, OTH		18. Recommended Retention State material for 3 years, then destroy. Federal material under \$25,000, 5 years and over \$25,000 6 years, 3 months, then destroy.			
19. Name and Title of Preparer Shelton		20. Telephone Number (410) 543-6066		21. Date 7/19/96	

Agency Records Inventory

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INSTRUCTIONS: PLEASE TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

1. DEPARTMENT/AGENCY Salisbury State University		2. DIVISION Business and Finance	3. UNIT Fiscal Cash Management
DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title: Other Work Orders and Purchase Orders		5. Earliest Year/Latest Year <u>1992</u> to PRESENT	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Work orders and purchase orders to conduct business in office of Fiscal Cash Management			
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) <u>"all" - depends on</u>	
		9. Volume <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (specify) 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape <input type="checkbox"/> Other (specify)	
11. File is used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File becomes inactive after <u>3</u> <input type="checkbox"/> Month (s) <input checked="" type="checkbox"/> Year (s) <small>number</small>	
13. Current Location (Building, Floor, Room) <u>H H Basement</u>		14. Is record series duplicated elsewhere? (If yes, specify agency of office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>PURCH OFF.</u>	
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if yes, cite law(s) and regulation(s))		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. Is an index system used? (If yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>State / FED / OTH</u>		18. Recommended Retention Retain for 3 years, then destroy.	
19. Name and Title of Preparer <u>Alveto</u>		20. Telephone Number <u>(410) 543-6066</u>	
		21. Date <u>7/19/96</u>	